

INSTRUCTIONS FOR COMPLETING PASSPORT APPLICATION

Processing times may vary based on the volume of applications being processed. Please check with a Clerk for current processing times or refer to the Passport Agencies' website www.travel.state.gov.

FEES: There is a fee to the County Clerk & a separate fee to the Passport Agency. **The fees can not be combined.**

COUNTY CLERK FEES:	PASSPORT AGENCY FEES:
Cash/Check Only. Payable to Clerk-Recorder	Check/Money Order/Cashiers Check Only. Payable to U.S. Department of State
Execution Fee • \$25.00 Per Person	Passport Books • \$75.00 Ages 16 & Over. Valid for 10 years • \$60.00 Ages 15 & Under. Valid for 5 years
Passport Photo Fees • \$10.00 Per Person (Set of 2)	Passport Cards - NEW! • \$20.00 Ages 16 & Over. Valid for 10 years • \$10.00 Ages 15 & Under. Valid for 5 years
EXPEDITE SERVICE: \$60.00 fee per Applicant to the Passport Agency. Processing times can vary between 3 to 4 weeks. Please refer to the website for current processing times.	

MINORS:

- All minor children must be present when applying for a Passport.
- **APPLICATIONS FOR CHILDREN UNDER 16 WILL REQUIRE BOTH PARENTS TO APPEAR IN PERSON WITH THE CHILD.**
- If one parent can not appear in person, they must complete a Statement of Consent form DS-3053 and have it notarized.

REQUIRED DOCUMENTS:

- 1) **Certified copy of Birth Certificate** with official seal of County or State of issuance. You may obtain this from the county of birth or State Vital Statistics Office. Only a full copy your birth record will be accepted. **NO ABSTRACT COPIES!** A Hospital Certificate is **NOT ACCEPTABLE**;
 Or a **Naturalization Certificate**, for naturalized citizens;
 Or a **Previous U.S. Passport**. If minor **UNDER 14**, must submit Previous Passport and Certified Copy of Birth Certificate.
- 2) **Two Identical Passport Photos**. Must 2X2 inches, with a white or off white background. We take photos for \$10.00 per person.
- 3) **Photo Identification**. A current Driver's License, State Identification Card or other document with a picture or physical description.

OFFICE HOURS:

Atascadero: 5955 Capistrano Ave. #B (7:30-4:00pm, Mon-Fri) 461-6041
 San Luis Obispo: 1055 Monterey St. #D120 (8:00-5:00pm, Mon-Fri) 781-5088

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